

Portfolio Creation

Adobe InDesign CS5

Introduction

- This presentation is a step by step process on how to create a professional Combat Camera Portfolio in Adobe InDesign.
- There is not a maximum number of photos you can present but the purpose of this portfolio is to present the best of....
- Throughout this presentation you will learn how to add pages, add buttons, link buttons to respective page and export images if needed.

Before Starting

- Create a folder Called 4641 Portfolio. In that folder create four subfolders labeled: Photos, Picture Story; Multimedia; Graphics.
- Open the Photos subfolder and create six photo category folders: Combat Doc, Sports, Pictorial, Portrait, Feature, News.
- On the Combat Camera Management website click the the folder 4641 Portfolio instruction and template.
- Click InDesign_portfoliophoto and download the file to your 4641 portfolio folder.
- Click ComCam_logo and place in the graphics folder you created.

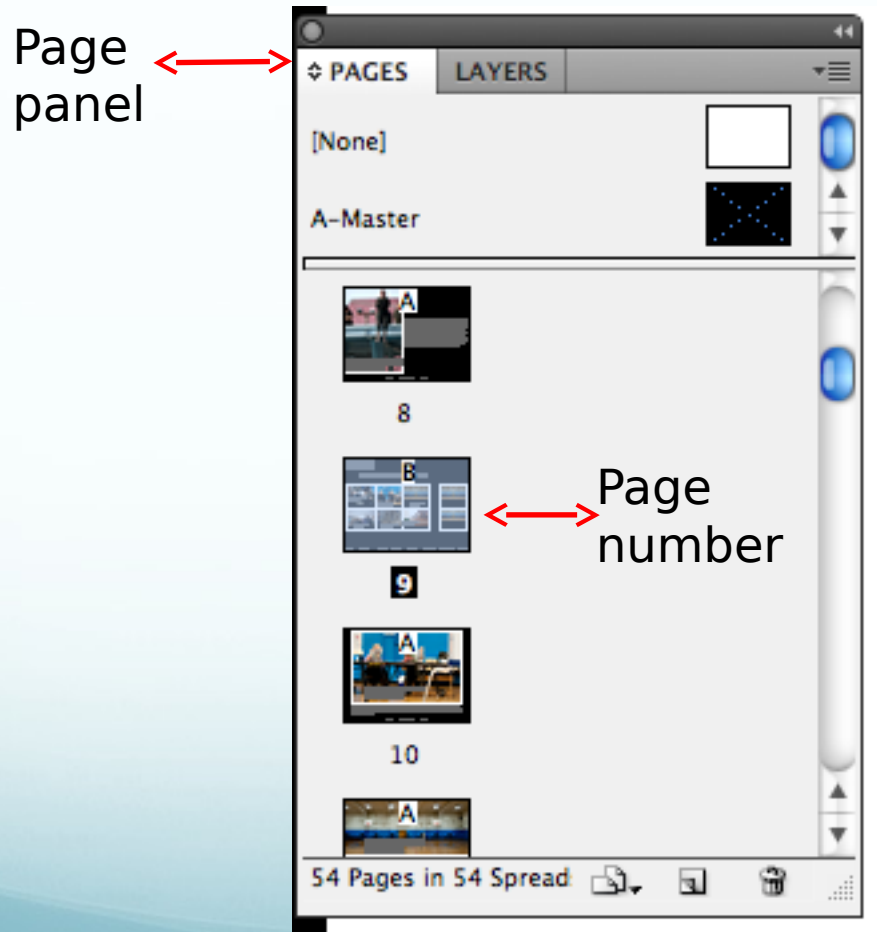
****As you start you will notice many missing links and the videos will not play. As you insert your own photos and videos it will fix the links and will now work.****

Getting Started

- Do not delete pages, blank pages will have the Combat Camera Logo
- This presentation will show you the basics on how to use InDesign in order to create your portfolio. If you are familiar with InDesign feel free to use shortcuts to create your portfolio.
- Double Click the InDesign file you saved named InDesign_portfoliophoto.
- You can click and open the html doc portfoliophoto to see what the final outcome should basically look like.

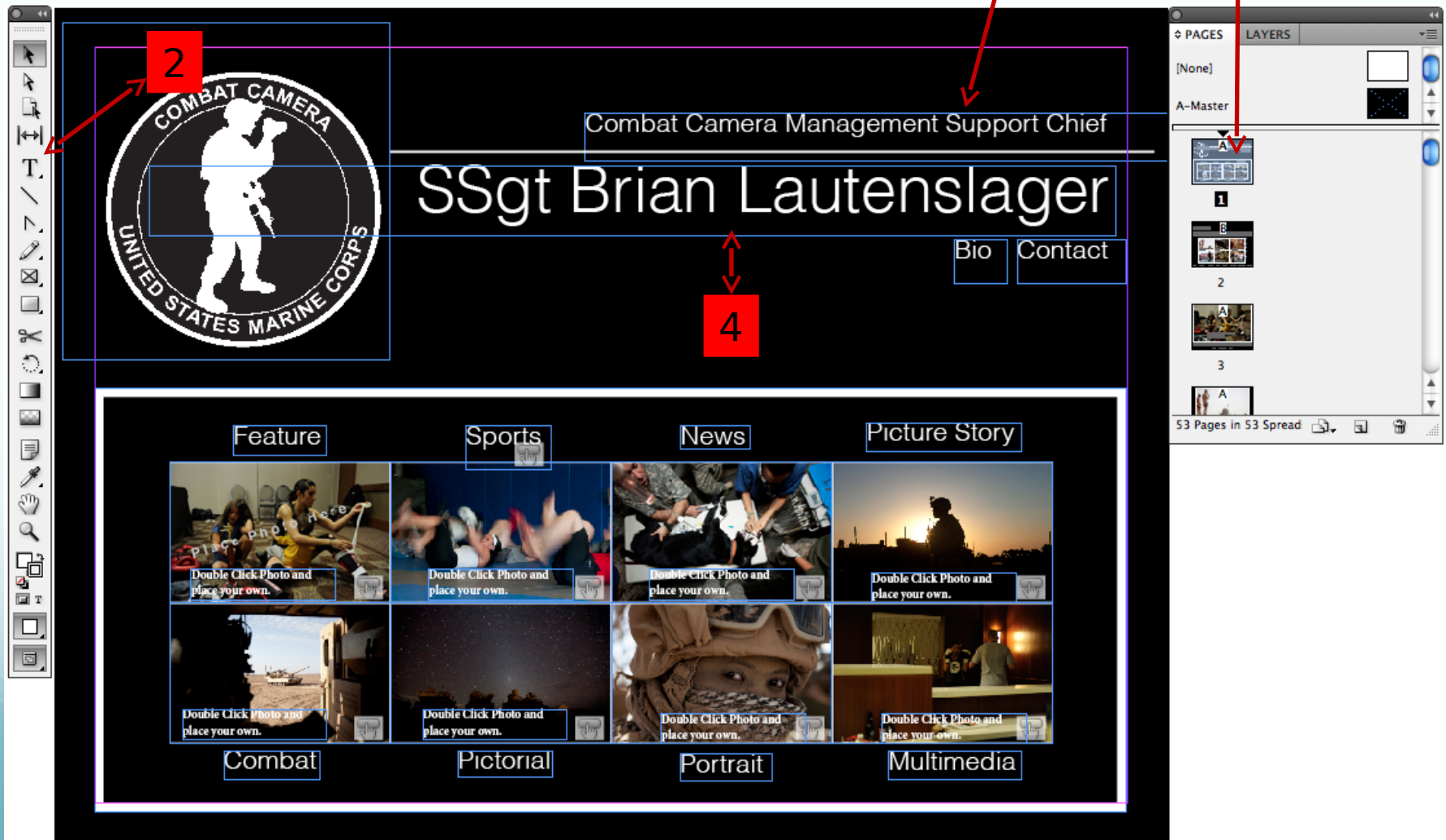
Navigation

- It is important to know which page you are working on. Select the page you want to work on by double clicking it in the pages panel.



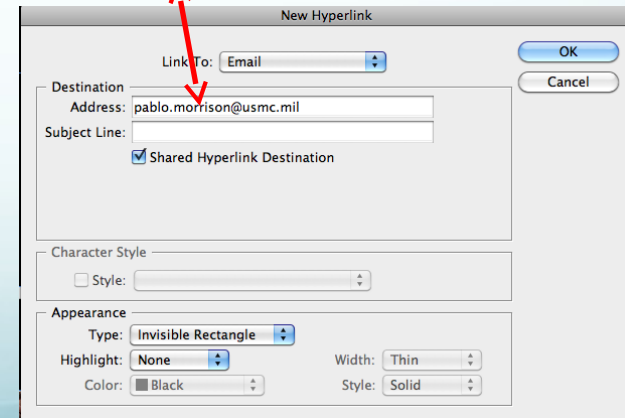
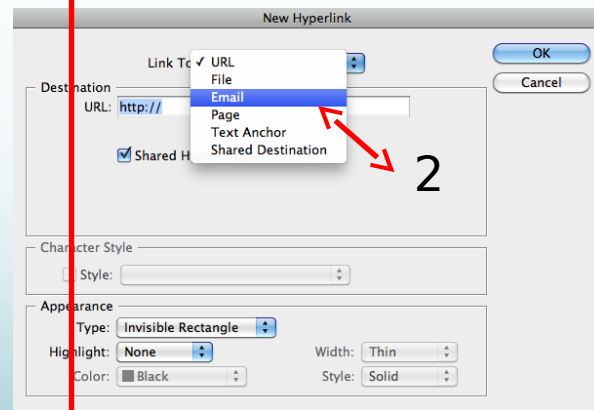
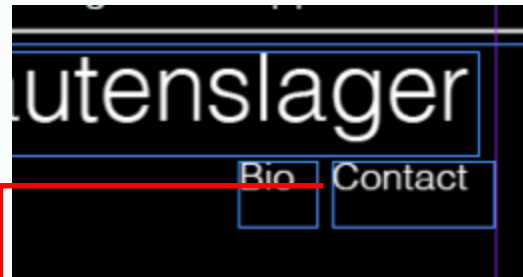
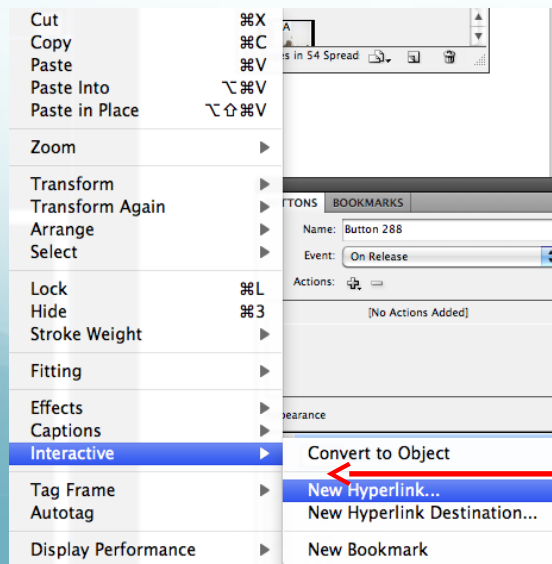
Step 1: Open the InDesign Document “ InDesign_portfoliophoto”.

- 1.- Choose page number one by clicking on the 1st Page (HOME) on the pages panel.
- 2.- Select the type tool.
- 3.- Click the Unit text box and change it into your unit's name and billet.
- 4.- Click the name text box and change it with your rank and name.



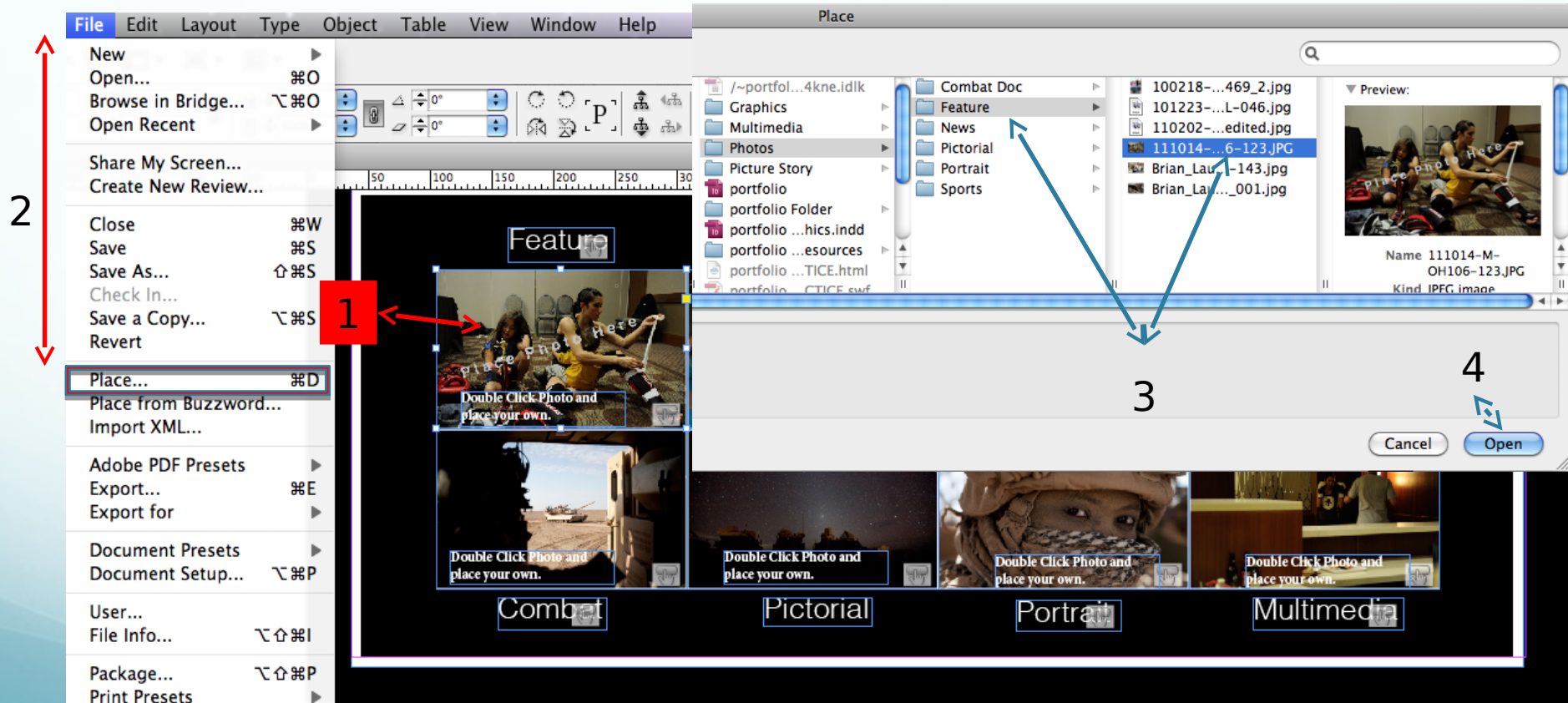
Step 1: Create access to your contact info

- 1.- Right click the text "contact" select Interactive>New hyperlink.
2. Choose email>OK
- 3.- Write your email>OK



Step 2: Place the photo representing your category in Home Page.

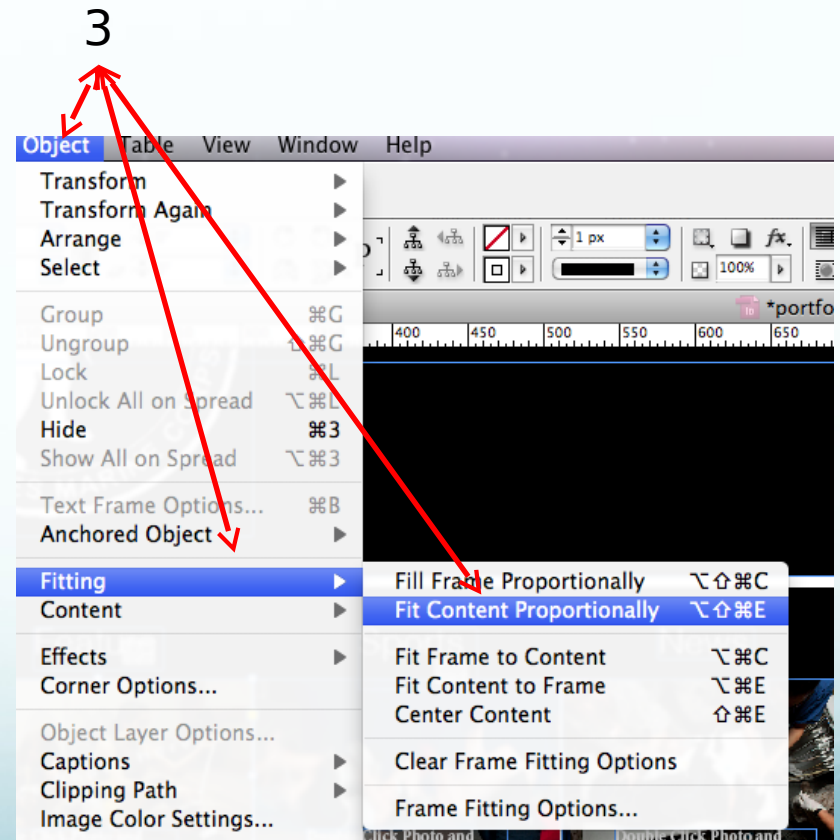
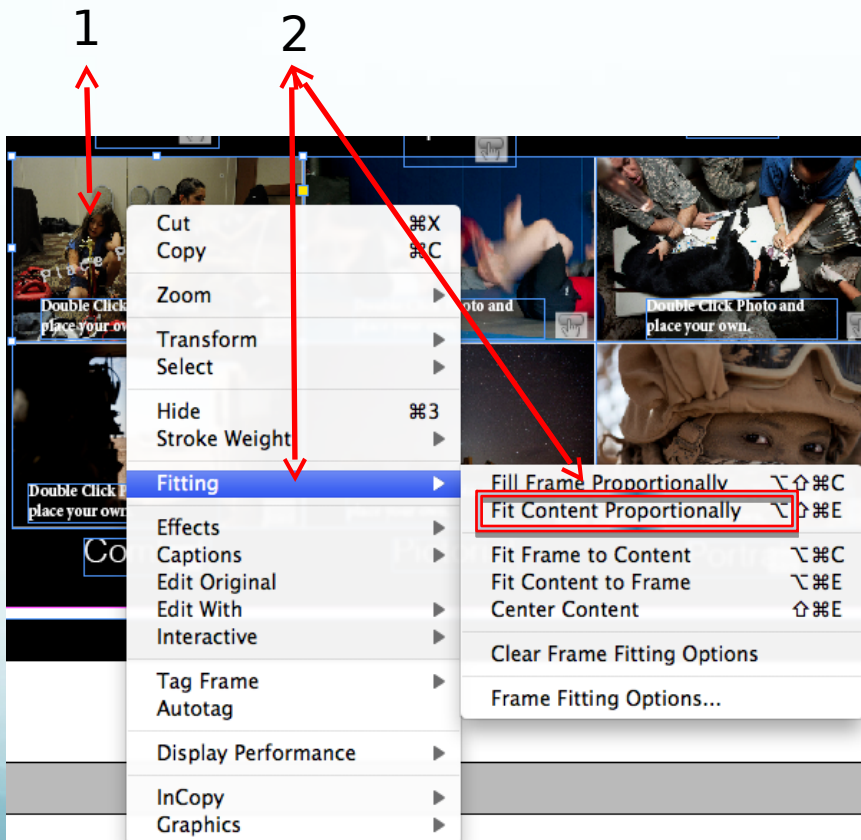
1. With the selection tool, double click the feature photo.
2. Choose File>Place
3. Browse to your feature folder and select the photo you have chosen to represent your category.
4. Click open.
5. Repeat the process with all your categories. (Combat, Pictorial, etc.)
6. If you do not have pictures for a certain category, place the Combat Camera Logo



Step 3: Fitting Images

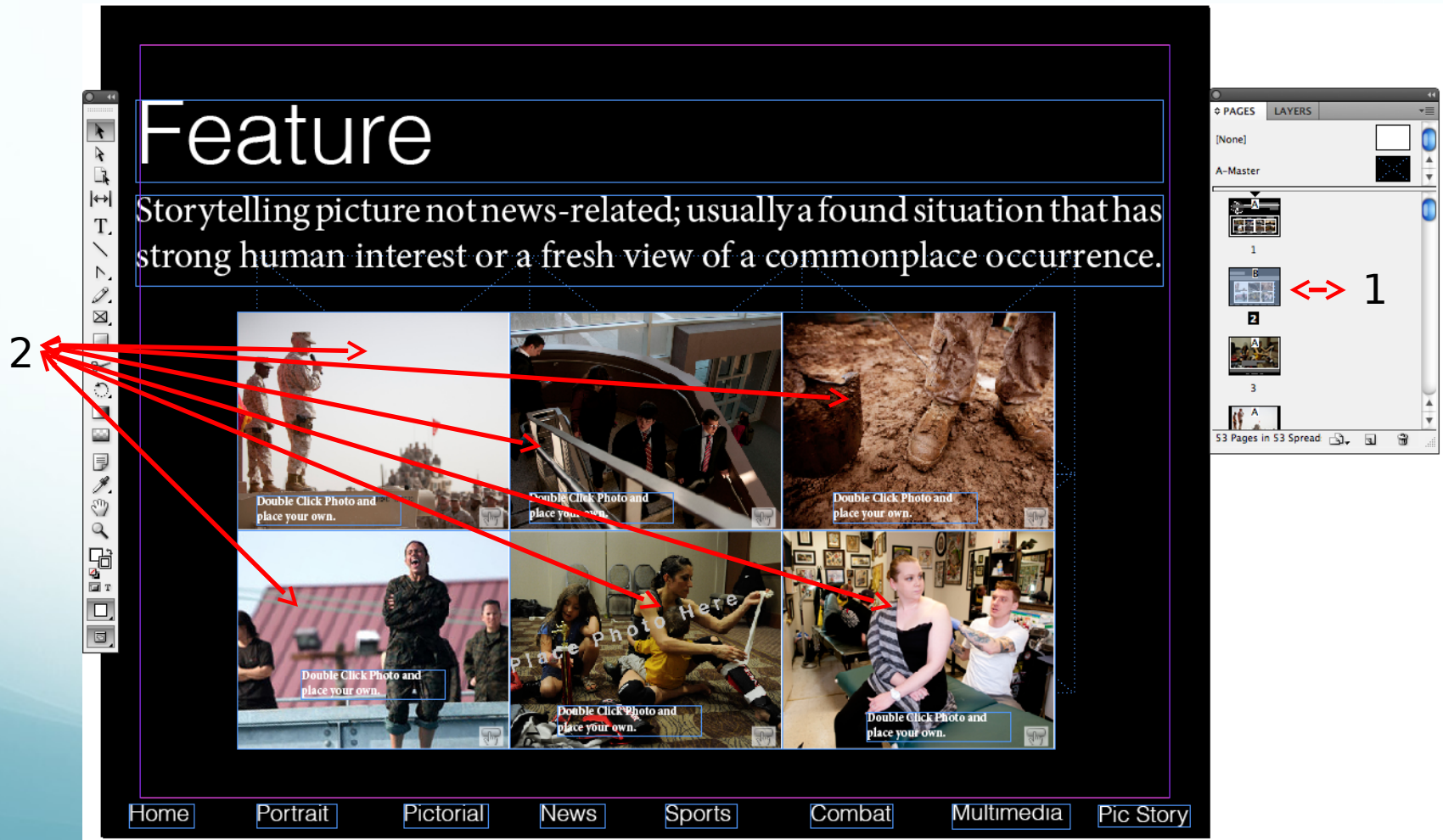
(Some of the photos might not need this step)

1. Double click the photo .
2. Right click the mouse and choose Fitting>Fit Content Proportionally.
3. OR go to Object>Fitting>Fit Content Proportionally



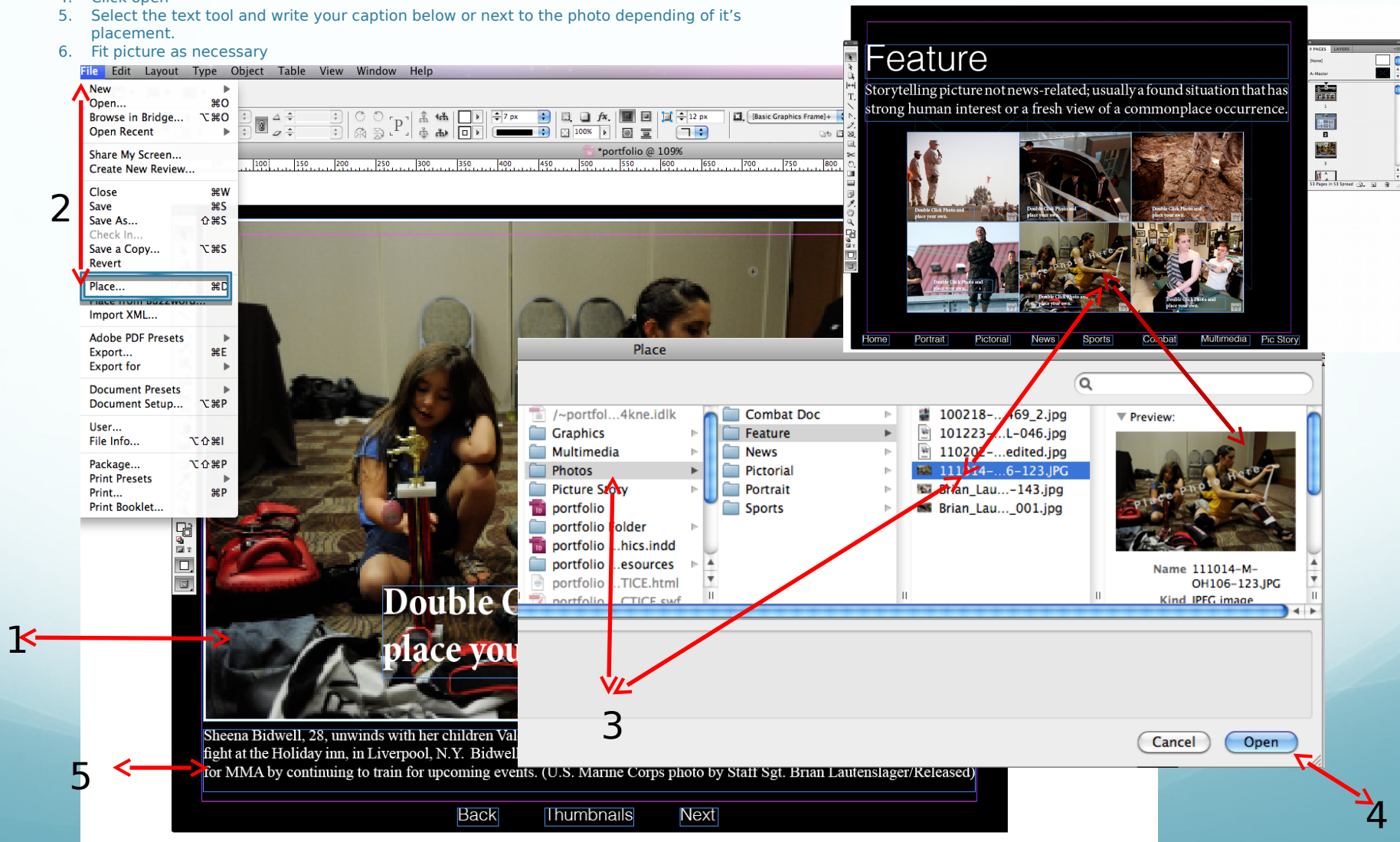
Step 4: Category Pages

1. Go to your desired category home page by clicking the page number in the pages panel
2. Double click each picture and repeat step 2, placing all your photos.
(One in each box)
3. Fit the pictures as necessary.



Step 5: Placing full frame pictures for the categories.

1. With the selection tool, double click the photo.
2. Choose File>Place
3. Browse to your folder and select the same photo pertaining to the thumbnail.
4. Click open
5. Select the text tool and write your caption below or next to the photo depending of it's placement.
6. Fit picture as necessary



Step 6: Place photos for all other categories.

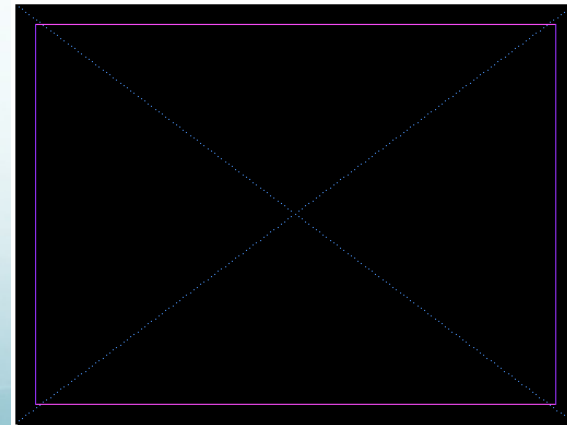
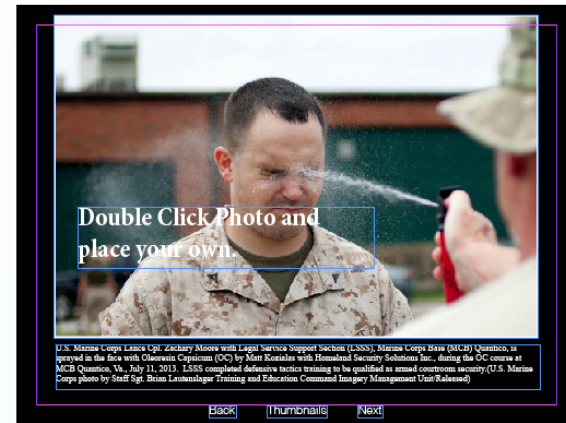
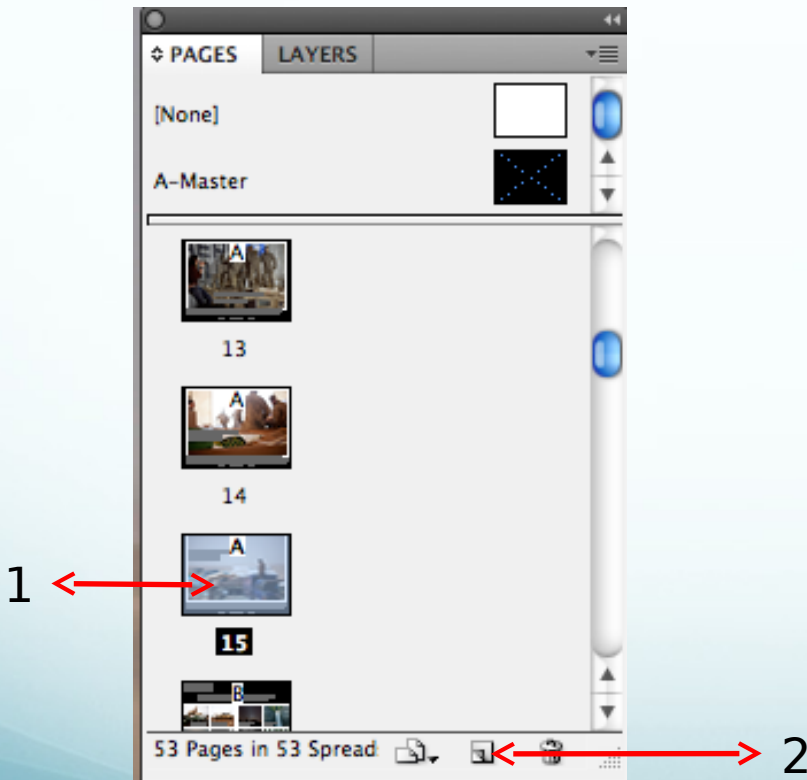
1. Repeat step 4 for all the category home pages
2. Repeat step 5 for all the full frame photos representing your categories.
3. Fit Pictures as necessary.
4. If you do not have any extra photos per category you can skip to slide # 21

(Categories without photo place a combat camera logo until you have something to put there)

Step 7: Add pages.

Depending on the quantity of photos you wish to present you may have to add pages.

1. In the pages panel, double click the last page of the category you want to add your picture. For example if your last feature photo was in pg 15 and you need to add one picture in your feature category you will double click pg 15.
2. Click once the add pages icon in the pages panel.

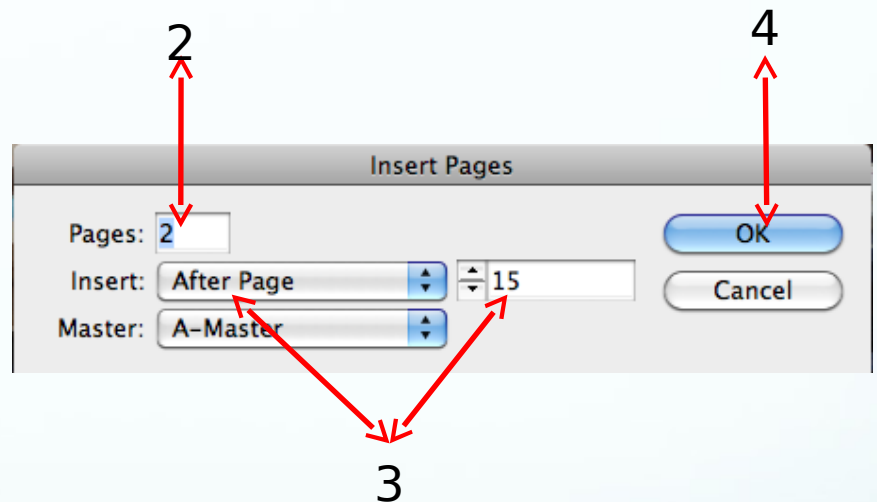
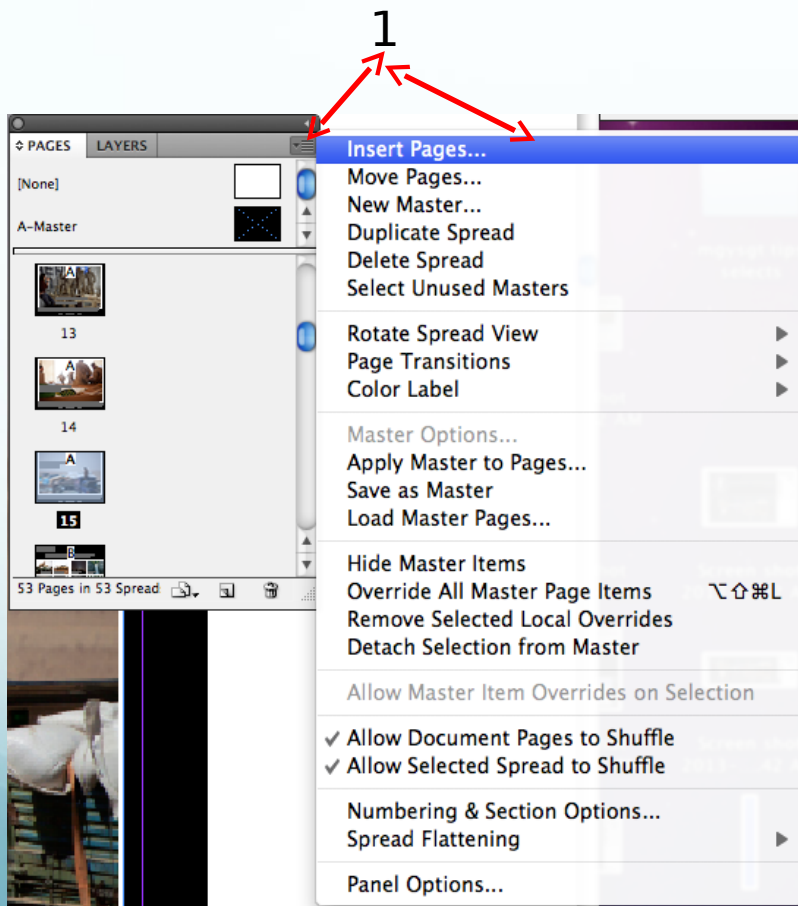


Step 7: Add pages continued...

If you have more than one picture to add there is a faster way to add pages.

1. Click the drop down menu in your pages panel>insert pages.
2. Add the number of pages you want to add.
3. make sure “after page” is selected and the number of the page you want to add after.
4. Click ok.

Repeat this step if you need to to the other categories

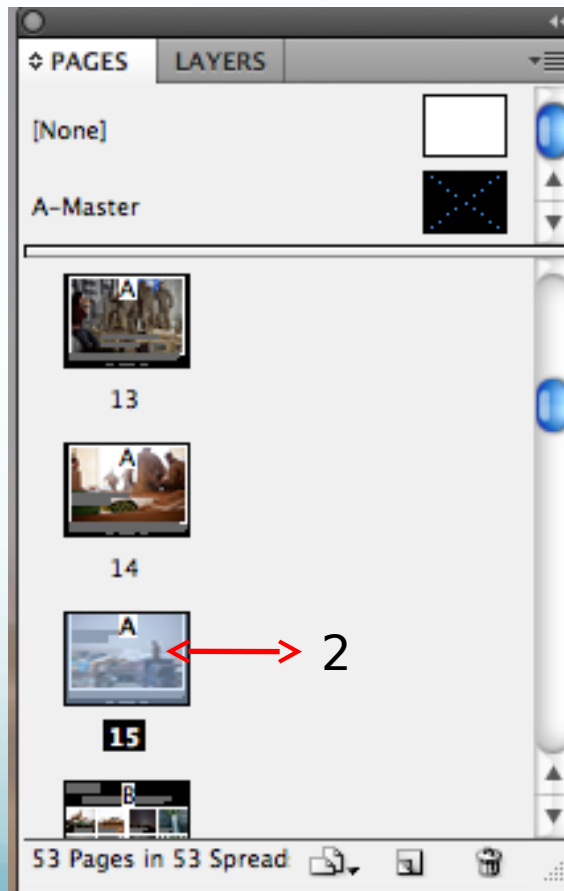
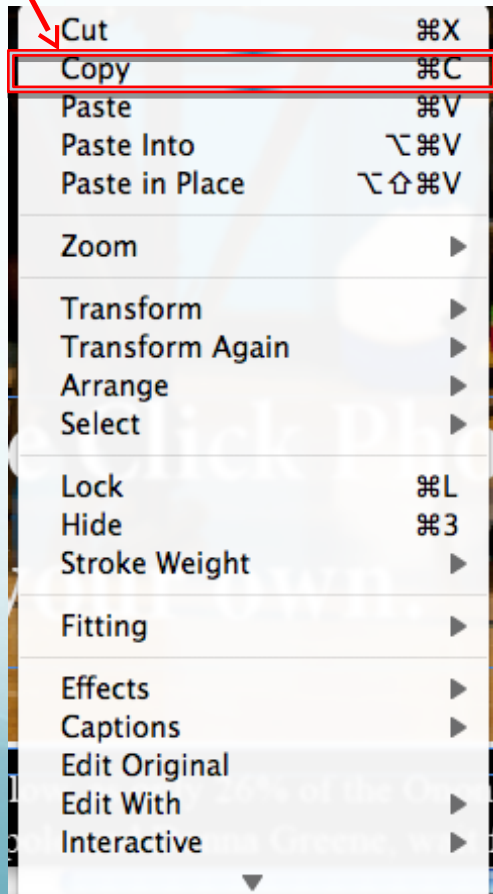


Step 8: Import Images.

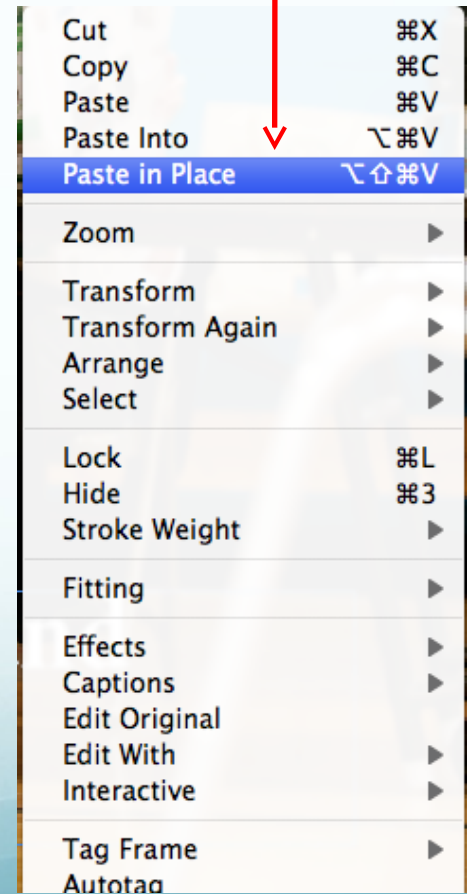
If you added pages that means that you have more pictures to present.

1. Copy the previous Image by right clicking the mouse>copy.
2. Go to the page you just created by double clicking it in your pages panel.
3. Paste the image by right clicking the mouse>paste in place.
4. Double click the copied image and repeat step 5 (**Placing full frame pictures for the categories**).

1



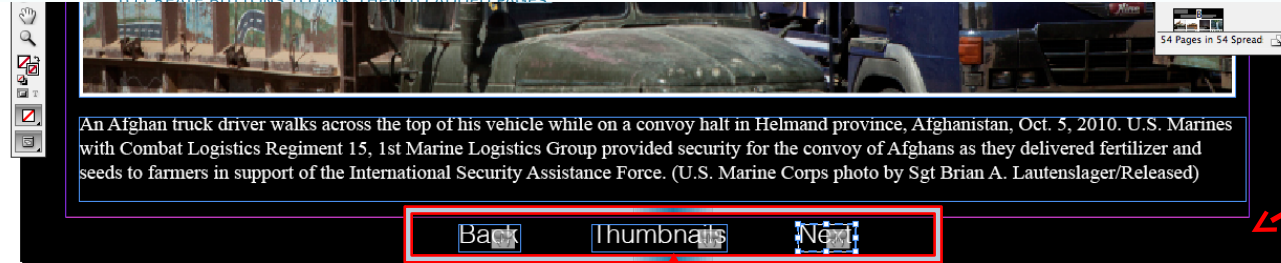
3



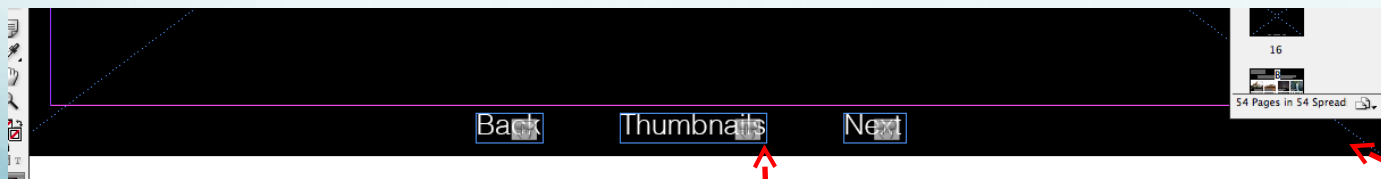
Step 8: Buttons

The buttons in this document are already in place, but if you added/deleted pages you will have to link them again to the correspondent pages.

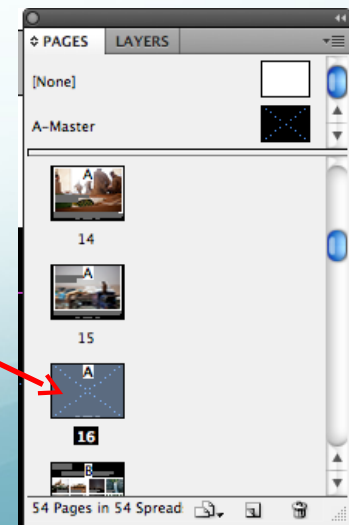
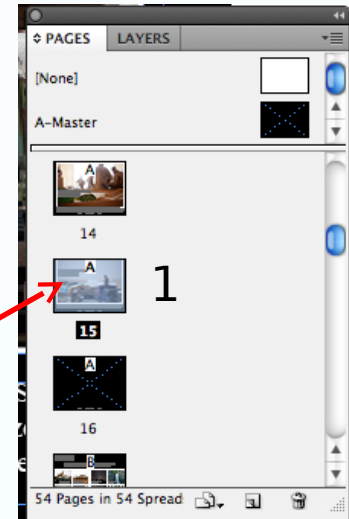
TO CREATE BUTTONS TO LINK THEM TO ADDED PAGES



2



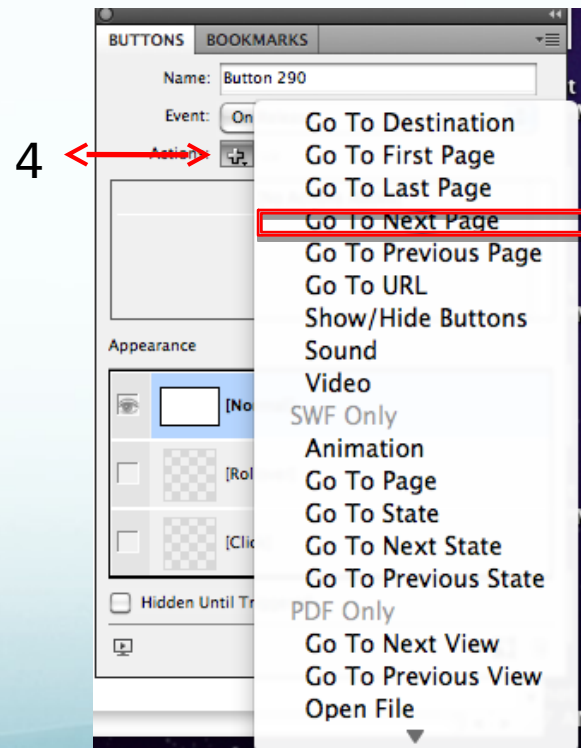
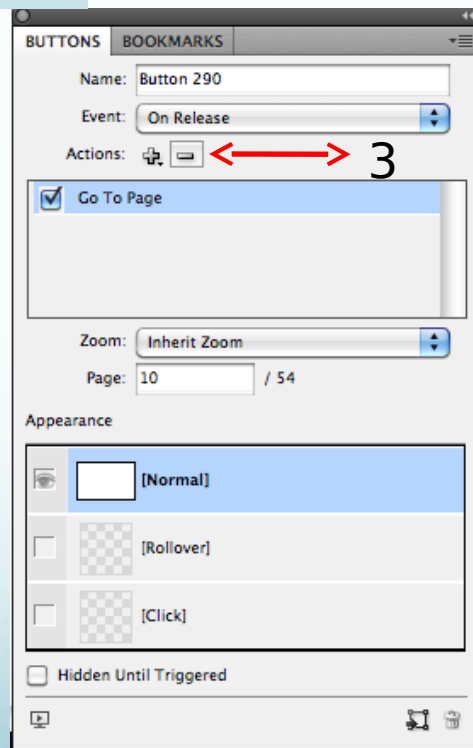
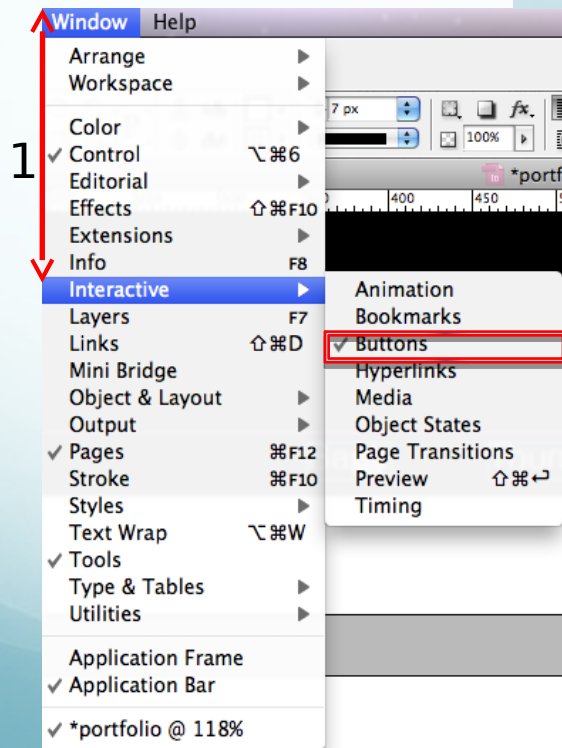
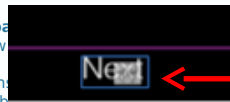
3



Step 8: Buttons continued...

****These steps will be performed on the page created in the previous step.****

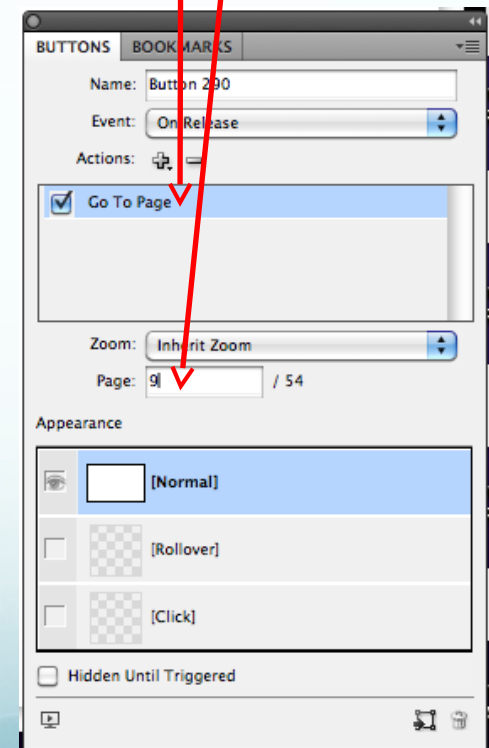
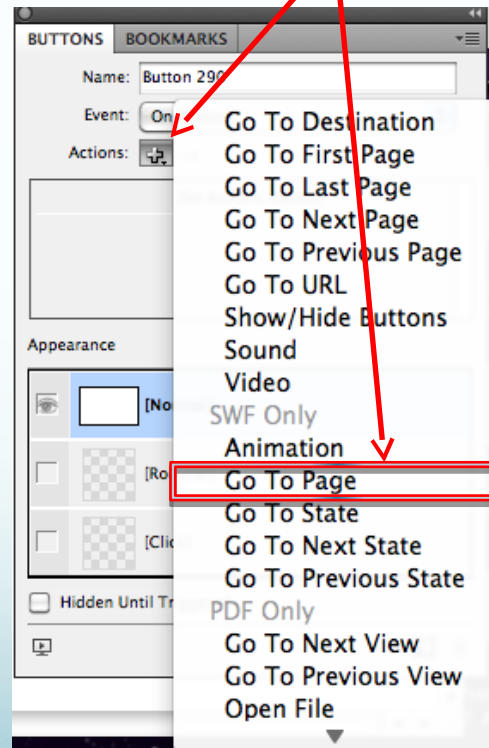
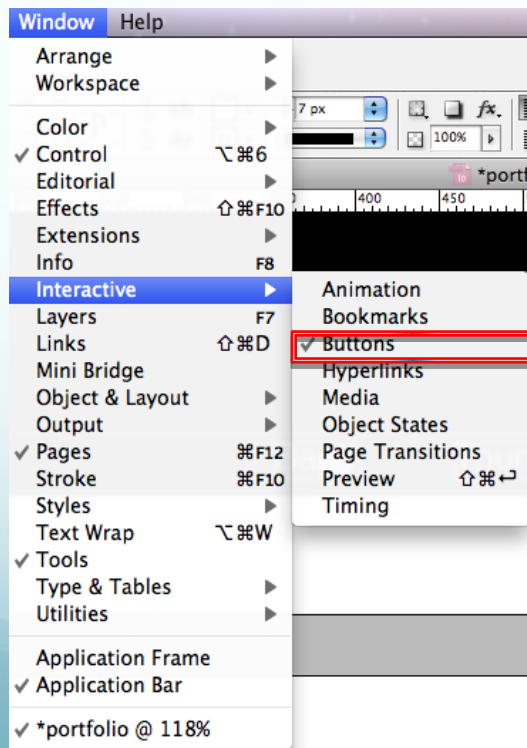
1. Open the buttons panel by going to Window > Interactive > Buttons.
 2. Click the "NEXT" button.
 3. With the next button selected; in the button panel, click the minus sign to add a new action by clicking the minus sign.
 4. With the NEXT button selected, add action button by clicking the minus sign.
- (Repeat the process with all the new added pages.)



Step 8: Buttons continued...

These steps will apply to the last page of your recently added pages.

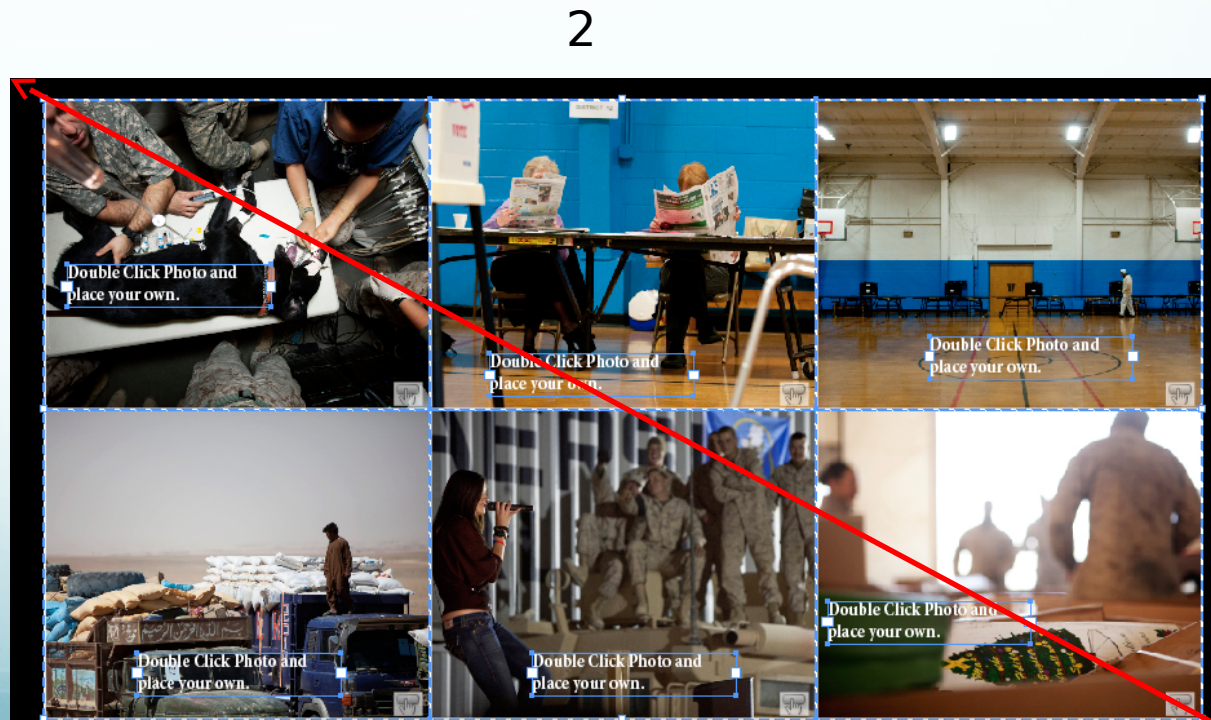
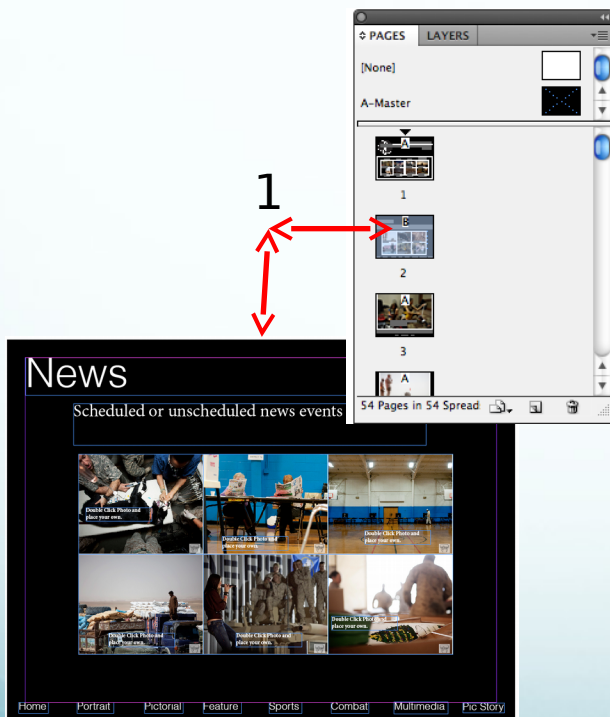
1. Repeat the steps in the previous slide except this time you will change the action to "go to page" to the first picture of your category. Example: my first feature picture starts in pg 9.
2. Repeat this step to the rest of your categories if you need to.



Step 9: Adding Thumbnails

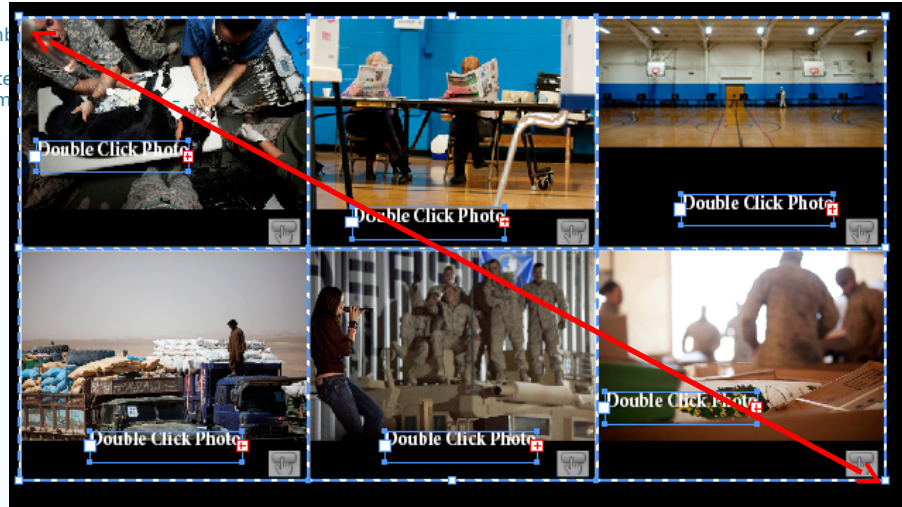
If you added new pictures you have to create a thumbnail of them in your category home page.

1. Double click the category home page of your new added picture.
2. Select all the thumbnails by clicking and dragging the mouse from corner to corner. (Out of Bounds)



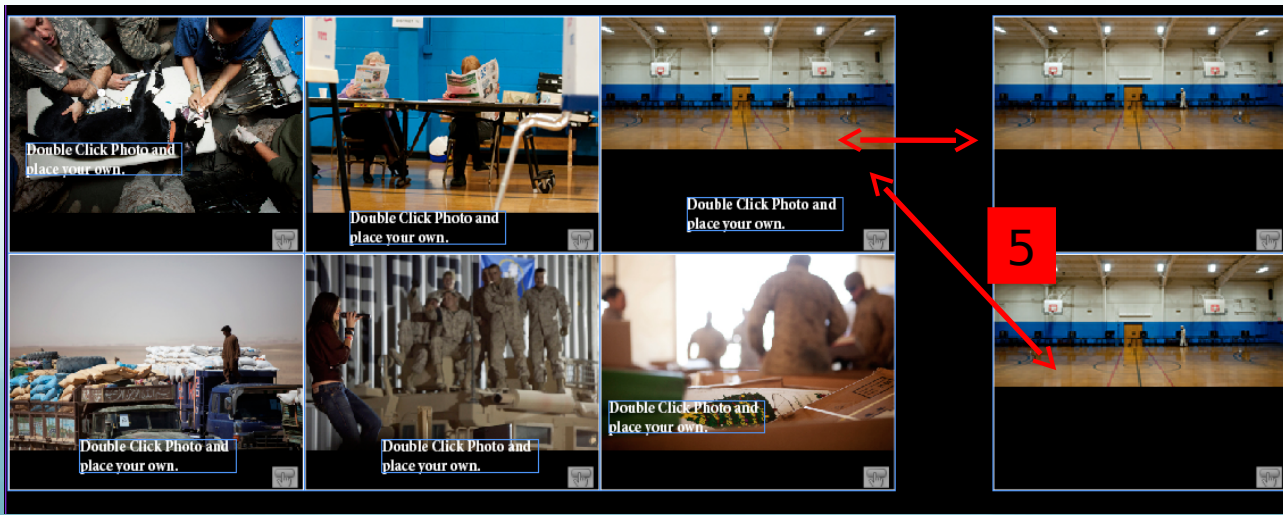
Step 9: Adding Thumbnails continued...

3. From the corner of the selected thumb
4. Fit proportionally
5. Copy one of the thumbnails and paste
6. Change the image of the copied thumb



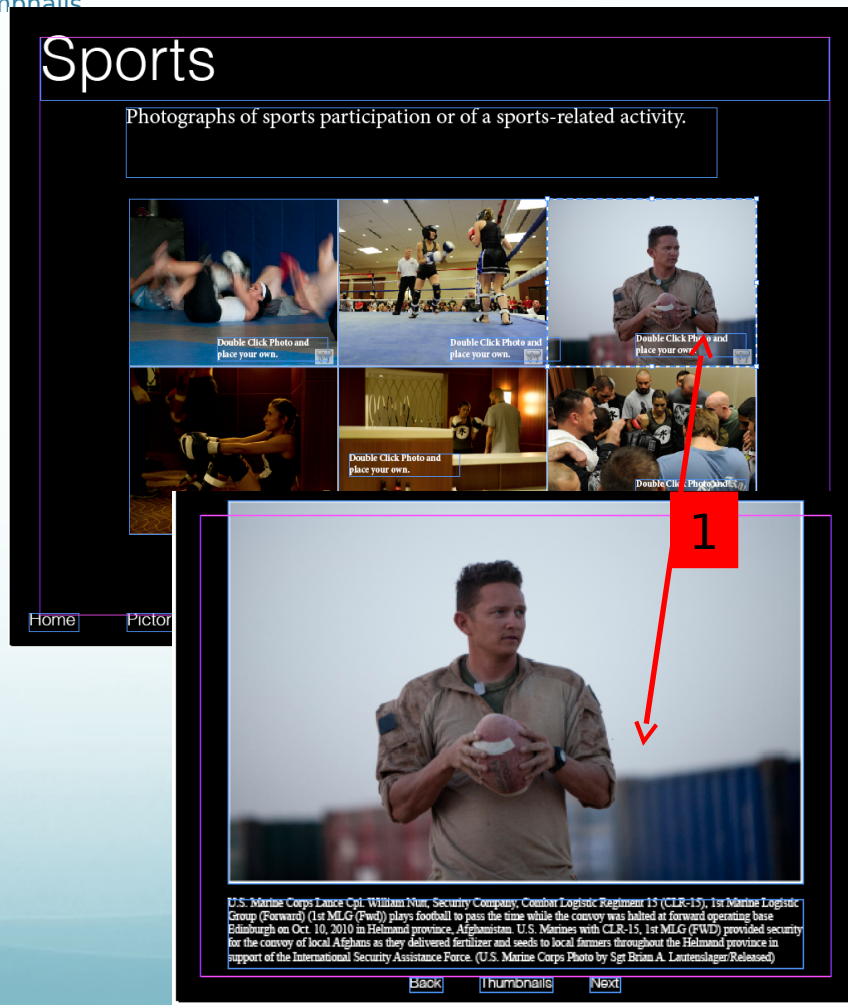
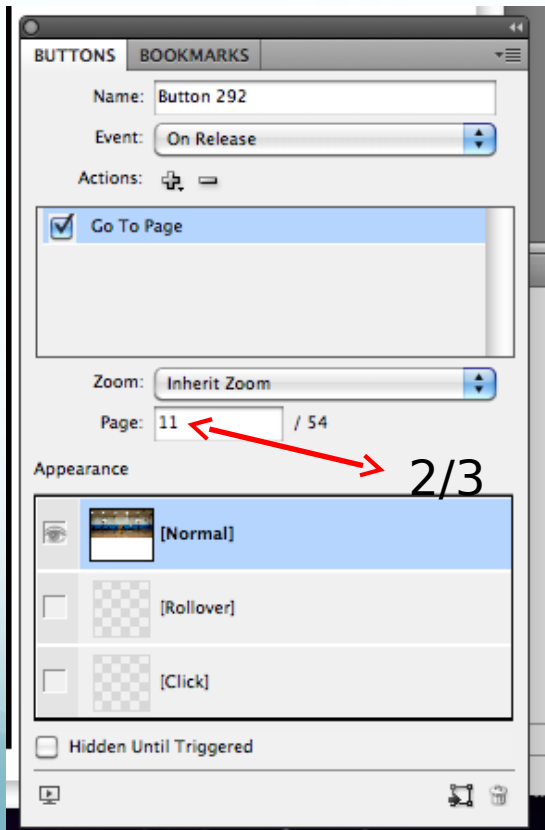
(when all the thumbnails are selected)

3



Step 10: Linking your thumbnails to the respective pages

1. Select the new created thumbnail.
2. If the buttons panel is not visible go to window>interactive>buttons.
3. The new thumbnail will need to be linked to the new full frame picture you just added.
Example: the new full frame picture is now on page 11 so the thumbnail should link to page 11.
4. Do the same with all your added pictures/thumbnails

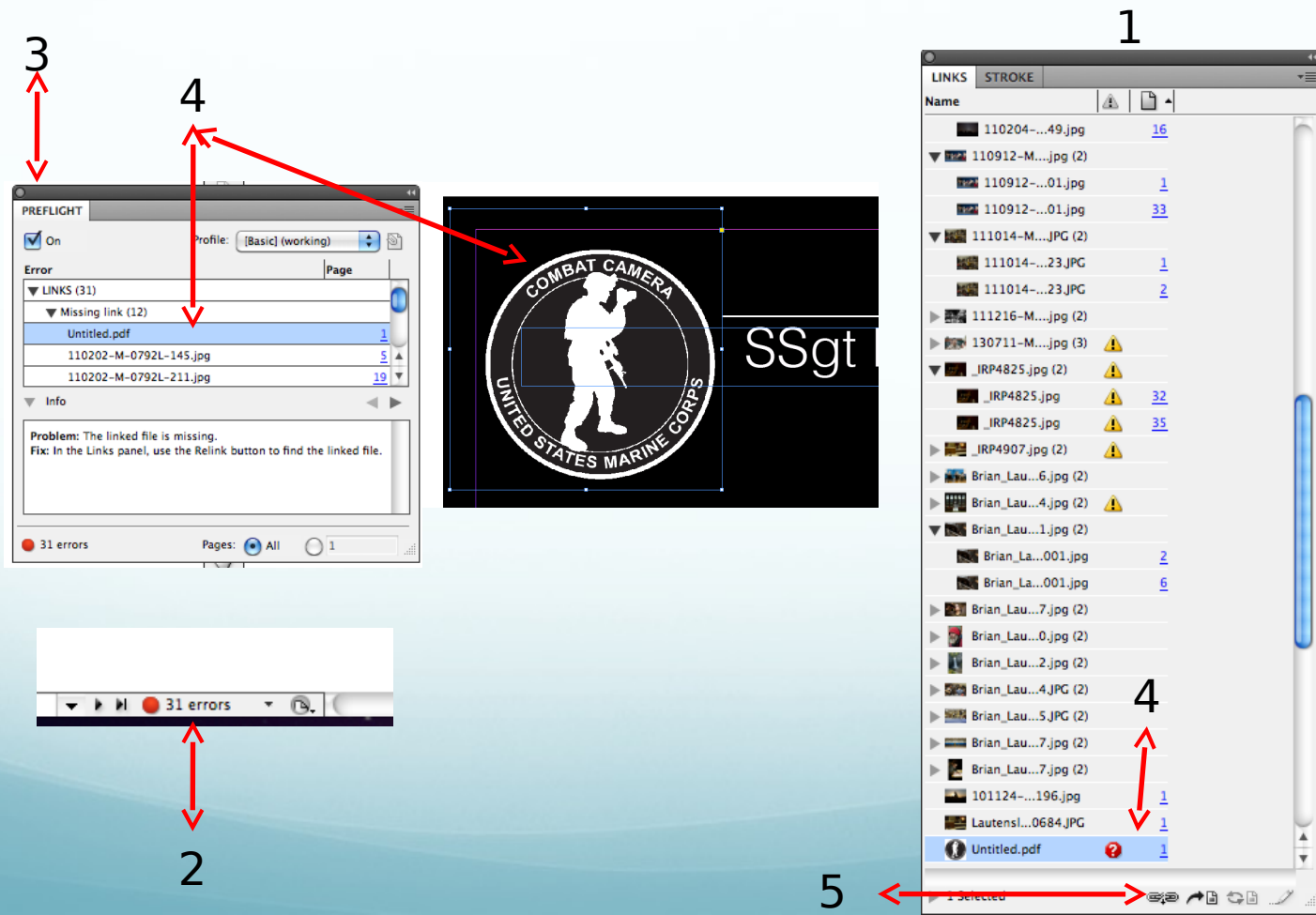


Step 10: Biography page.

1. Follow the format of the Biography page.

Step 11: Linking all your pictures.

1. Go to Window>Links to open the links panel.
2. Double click the left bottom corner of your document, you'll see a red dot specifying how may errors your document has.
3. A preflight menu will pop out.
4. Double click the first missing link. This will automatically select an image in your portfolio.
5. Click the relink button.



Step 11: Linking all your pictures continued...

6. Browse the folder that image is located, Select the image and click open.

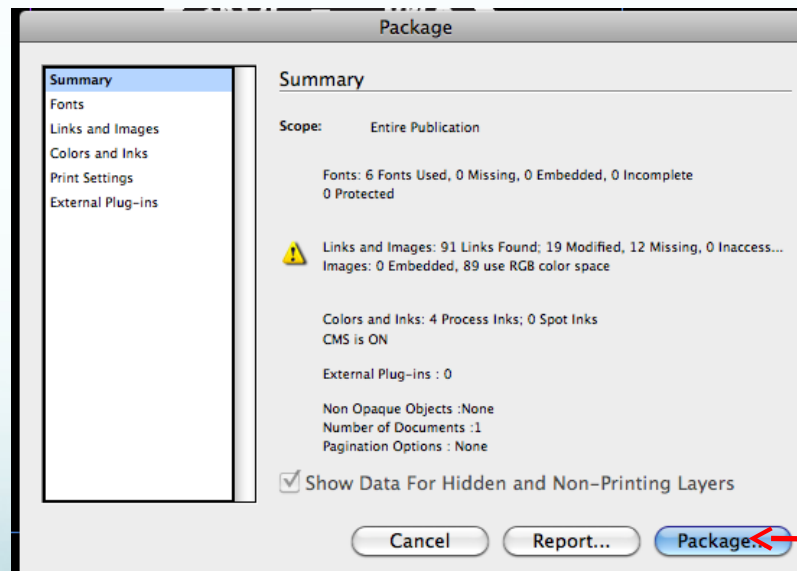
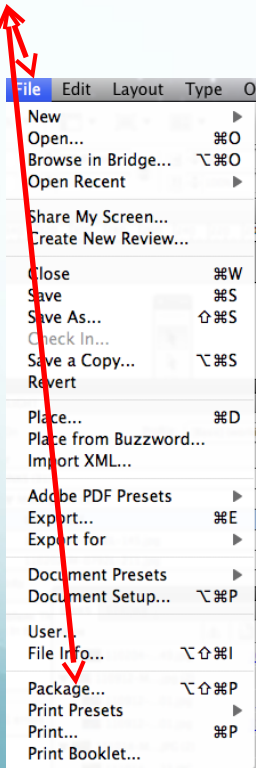
This will link all the images pertaining to that link.

7. Repeat with all the missing links until there are not errors.

Step 12: Packaging.

1. Go to file>Package
2. Click Package.

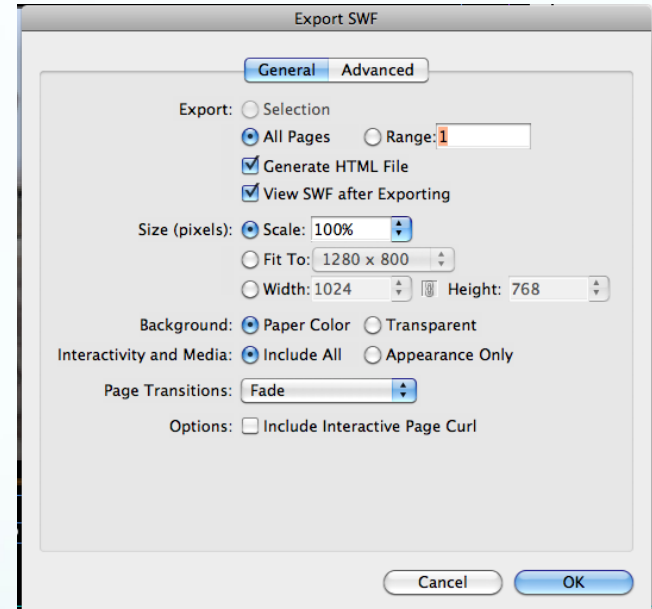
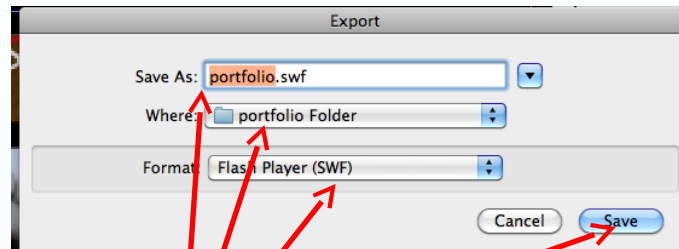
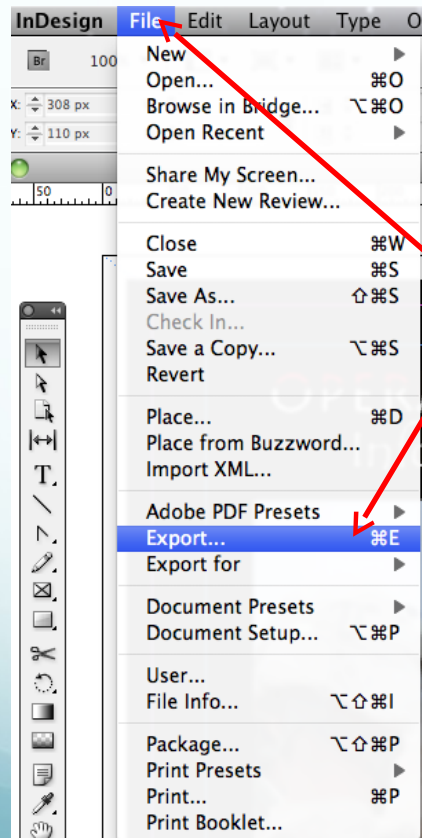
1



2

Step 18: Export and present.

1. Choose File>Export
2. Format SWF, choose the location and name and click save.
3. Make sure all pages, Generate html, View SWF after exporting, scale 100%, include all and paper color is selected. And choose any page transitions you like. Then press ok.



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POC for this presentation is Staff Sgt. Brian Lautenslager and can be reached at (703)784-2963 or e-mail at brian.lautenslager@usmc.mil.

Any suggestions in how to improve this presentation and portfolio please send an Email to the POC and Combat Camera Management.

brian.lautenslager@usmc.mil

brian.thompson@usmc.mil

Combat Camera Management Chief

Combat Camera Director